

# REGIONAL EMS COUNCIL EVALUATION CRITERIA

| Items   | Item In Code                                     | Score | Comments |
|---|--|-------|----------|
| <b>Section One: Regional EMS Council Designation Requirements</b> |  |       |          |
| Completed Application   | 12.1-1   |       |          |
| Completed Self Assessment Checklist                               |  |       |          |
| Complete Roster of Board of Directors                             |  |       |          |
| Scope of Services Statement/Plan/Etc.                             |  |       |          |
| Budget  |  |       |          |
| Documentation of EMS involvement                                  |  |       |          |
| Policies/Guidelines   |  |       |          |
| Locality directory  |  |       |          |
| Geographic Outline of Hospital Catchment Area                     |  |       |          |
| Demonstration of capability of applicant to establish programs    |  |       |          |
| 30 points maximum   |  |       |          |
| <b>Section Two: Site Visit/Inspection</b>                         |  |       |          |
| Fixed Place of Operation  |  | Score |          |
| Maintenance of records  |  |       |          |
| Inspection of vehicles and equipment                              |  |       |          |
| 9 points maximum  |  |       |          |
| <b>Section Three: Composition of Regional EMS Council</b>         |  |       |          |
| Appropriate representation of regional EMS stakeholders           |  | Score |          |
| 3 points maximum  |  |       |          |
| <b>Section Four: Governing body of Regional EMS Council</b>       |  |       |          |
| Council is governed by a board                                    |  | Score |          |
| Articles of Incorporation and bylaws in force:                    |  |       |          |
| Designated representation   |  |       |          |
| Method of appointment or election                                 |  |       |          |
| Governing board representation                                    |  |       |          |
| Tenure of representatives   |  |       |          |
| Roles and responsibilities, term limits of Board Officers         |  |       |          |
| Quorum requirements   |  |       |          |
| Meeting attendance requirements and enforcement policies          |  |       |          |
| Indemnification of officers and directors                         |  |       |          |
| Dissolution of assets   |  |       |          |
| Minimum of 5 members with full voting privileges                  |  |       |          |
| 36 points maximum   |  |       |          |
| <b>Section Five: Regional Planning</b>                            |  |       |          |
| Council develops, maintains and distributes the following:        | 32.1-111.3/32.1-111.11<br>32.1-111.3/32.1-111.11 | Score |          |
| Regional EMS Plan   |  |       |          |
| Regional Trauma Triage Plan                                       |  |       |          |
| 9 points maximum  |  |       |          |
| <b>Section Six: Financial assistance for EMS Services</b>         |  |       |          |
| Participation in the financial assistance for EMS program         |  | Score | Comments |

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|  |             |       |          |
|--|-------------|-------|----------|
| Written guidelines and procedures for program<br>6 points maximum                |             |       |          |
| <b>Section Seven: Base funding of Regional EMS Councils</b>                      |             | Score | Comments |
| Submission of 25% match of base funding<br>3 points maximum                      | 32.1-111.11 |       |          |
| <b>Section Eight: Experience in Development and/or Coordination</b>              |             | Score | Comments |
| Regional training plan   |             |       |          |
| Regional MCI plan  |             |       |          |
| Regional Medical Protocols   |             |       |          |
| Regional medication kit restocking procedures                                    |             |       |          |
| Regional hospital diversion plan   |             |       |          |
| Designates a Regional Medical Director   |             |       |          |
| Develop and implement ALS Coordinator endorsement process                        |             |       |          |
| Establish a regional medical direction committee                                 |             |       |          |
| <i>Develops regional medical protocols</i>                                       |             |       |          |
| <i>Develops process for provision of medical direction</i>                       |             |       |          |
| <i>Develops recommendations initial qualifications for prehospital personnel</i> |             |       |          |
| <i>Develops and implements a PI program</i><br>24 points maximum                 |             |       |          |
| <b>Section Nine: Accountability for public funds</b>                             |             | Score | Comments |
| Council maintains operating statement, available for review                      |             |       |          |
| Income and Expense Statement reported at each board meeting                      |             |       |          |
| Annual independent audit with management letters                                 |             |       |          |
| Audit of financials upon change of Ex. Director                                  |             |       |          |
| Maintain financial records for minimum of 5 years                                |             |       |          |
| Council utilizes general accounting principles                                   |             |       |          |
| Governing board approves annual fiscal budget by each 7/15                       |             |       |          |
| Council compliance with federal and state tax reporting                          |             |       |          |
| Council compliance with fund raising practices                                   |             |       |          |
| Written policies for financial and contractual instruments<br>30 points maximum  |             |       |          |
| <b>TOTAL SCORE (150 POINTS Maximum)</b>  |             |       |          |

## Section Scoring Key:

- 3 - Exceptional - Exceeds regulatory requirements. One or more strengths, with no significant weaknesses.  
 2 - Acceptable - Meets regulatory requirements, with strengths outweighing weaknesses found.  
 1 - Marginal - May not meet regulatory requirements, weaknesses outweigh strengths, and may be difficult to overcome.  
 0 - Unacceptable - Does not meet regulatory requirements, one or more significant weaknesses exist, which may be difficult or impossible to correct.

## Section Scoring Percentages (Based on 100% of the nine sections):

|                   |                    |
|-------------------|--------------------|
| Section One: 20%  | Section Six: 2%    |
| Section Two: 3%   | Section Seven: 20% |
| Section Three: 5% | Section Eight: 10% |
| Section Four: 20% | Section Nine: 5%   |
| Section Five: 15% |                    |